GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Higher Education Dept.- Private Universities – First Statues and First Ordinances of Centurion University of Technology and Management, Andhra Pradesh – Notification– Issued.

HIGHER EDUCATION [UE] DEPARTMENT

G.O.Ms.No.50. Dated:29-10-2019.
Read the following:-

1. A.P. Private Universities (Establishment and Regulation) Act, 2016 (Act No.3 of 2016)
2. G.O.Ms.No.22, Higher Edu [EC] Dept. Dated:18.05.2017.
3. G.O.Ms.No.23, Higher Edu [EC] Dept. Dated:23.05.2017.
4. From the Vice-President, Centurion University of Technology and Management, Visakhapatnam letter dated.21.05.2018.
5. From the Secretary(I/c), APSCHE, Lr. No. APSCHE/ UMs- 1025, Pvt. Univs - Centurion - Statutes /2019, dated:17.01.2019.
6. From the Secretary, APSCHE, Lr.No.APSCHE/Secy/Pvt.Uni./Statues & Ordinance/2019, Dt.28.03.2019.

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O R D E R

The following notification will be published in an Extra-ordinary issue of the Andhra Pradesh Gazette, dated:30-10-2019.

NOTIFICATION

In exercise of the powers conferred under sub-section (5) of section 27 of Andhra Pradesh Private Universities (Establishment and Regulation) Act, 2016 (Act No.3 of 2016) and as amended subsequently,Government hereby issue First Statutes and First Ordinances to Centurion University of Technology and Management of Andhra Pradesh at Visakhapatnam, annexed to this order.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

J.S.V.PRASAD
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
The Commissioner of Printing & Stationary, A.P. Vijayawada, - with a request to publish in Gazette.
The Registrar, CUT&M, Visakhapatnam.
The Secretary, University Grants Commission,
Bahadur Shah Zafar Marg, New Delhi-110002
The Secretary, A.P State Council of Higher Education,
Tadepalli, Guntur District.
The Secretary, APHER&MC, Tadepalli.
The Accountant General, Andhra Pradesh, Hyderabad
Copy to:
The OSD to the Hon'ble Minister [Edu]
The P.S to Spl. Chief Secretary to Government, H.E Dept.

// FORWAREDED :: BY ORDER//

SECTION OFFICER

Annexure to G.O.Ms.No.50, H.E [U.E] Dept. Dated:29 -10-2019.

The First Statutes

Centurion University of Technology and Management, Andhra Pradesh

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CHAPTER I:

PRELIMINARY

1. SHORT TITLE EXTENT AND COMMENCEMENT

The Centurion University of Technology and Management (CUTM-AP) has come to existence from the Academic Year 2017-18 as per the Government Notification vide G.O.Ms. No. 23 Higher Education (EC) dt 25th May, 2017.

2. TERRITORIAL JURISDICTION

It extends to the whole of the State of Andhra Pradesh.

3. DEFINITIONS

1. "AICTE" means the All India Council for Technical Education established under section 3 of the All India council for Technical Education Act. 1987: Central Act No. 52 of 1987,
2. "AIU" means the Association of Indian Universities registered under the Societies Registration Act, 1860:
3. "BCI" means the Bar council of India:
4. "Central Government" means the Government of India: Central Act No. 21 of 1860
5. "Constituent College of Institution" means a college or institution of the Sponsoring body;
6. "CSIR" means the Council of Scientific and Industrial Research, New Delhi, a society registered under the societies Registration Act 1860;
7. "DBT" means the Department of Biotechnology of the Central Government;
8. "DST" means the Department of Science and Technology of the Central Government;
9. "Eminent Persons Panel" means a panel of nine persons of impeccable integrity having outstanding knowledge and expertise in academics, scientific research, public administration, finance, law or management etc. notified by the Government from time to time;
10. "Expert Committee" means a Committee of eminent persons notified by the Government to promote, facilitate and assist in the establishment of new Private Universities in Andhra Pradesh constituted under Section 8, Act No. 3. of 2016.
11. "Fee" means collection of amounts made by the University from students for different purposes under different heads and which is non-refundable;
12. "Government" means the Government of Andhra Pradesh;
13. "Green Field" means starting of a university fresh for the first time from scratch without any consideration to any existing educational institution(s) or anything related to such institution(s);.
14. "Higher Education" means study of a curriculum or course for the pursuit of knowledge beyond 10+2 level;
15. "ICAR" means the Indian Council of Agricultural Research registered under the Societies Registration Act, 1860 Central Act No.21of 1860
16. "MCI" means the Medical Council of India constituted under the Medical Council.
17. "NAAC" means the National Assessment and Accreditation Council, an autonomous institution of the UGC; Central Act No.102 of 1956.
18. "NCTE" means the National Council for Teacher Education established under the National Council for Teacher Education Act, 1993. Act No. 73 of 1993
19. "Notification" means a notification published in the Andhra Pradesh Gazette and the word 'notified' shall be construed accordingly:
20. "PCI" means Pharmacy Council of India constituted under section 4 of the Pharmacy, Act 1948 Central Act No. 8 of 1948
21. "Prescribed" means prescribed by rules under this Act;

22. "Private University" means a University established under the section 3 (Act No . 3 of 2016) and hereafter also referred to as University.
23. "Regulatory Authority" means an authority established under section 32;
24. "Regulatory Body" means and includes a body such as UGC, AICTE, NCTE, MCI, PCI, NAAC, ICAR, DBT, DST, CSIR, BCI established by the Central Government or for maintenance of standard of higher education;
25. "Regulations" means regulations made by any authority of the University under section 31;
26. "Rules" means rules made under section 45;
27. "Schedule" means the Schedule appended to the Act;
28. "Specified" means specified by Ordinances, Statutes and Regulations under this Act;
29. "Sponsoring Body" in relation to a university established under this Act means.-
    a. a society "not for profit" registered under the Societies Registration Act, 1860 Central Act No. 21of 1860
    b. or the Andhra Pradesh Societies Registration Act, 2001; or a public trust "not for profit" registered under the Indian Trusts Act. 1882: or Act No.35 of 2001
    c. any other society or trust "not for profit" registered as above and formed by consortia of academic institution (s), industry and/or educational societies; or Central Act No. 2 of 1882
    d. any company registered under section 8 of the Companies Act, 2013; or
    e. any company other than the company mentioned in item (iv), with such limitations as specified by the Government from time to time. Central Act No. 13 of 2013
30. "State University" means a university established under the Andhra Pradesh Universities Act, 1991;
31. "Statutes" and "Ordinances" means the Statutes and the Ordinances of the University made under this Act; Act No. 4 of 1991
32. "Student" means a student of the university and includes any person enrolled in the university for pursuing any course of study for a degree, diploma or other academic distinction duly instituted by the university, including a research degree;
33. "Teacher" means a Professor, Associate Professor, Assistant Professor, or any other person required to impart education or to guide research or render guidance in any other form to the students for pursuing a course of study of the University; Central Act No.3 of 1956.
34. "UGC" means the University Grants Commission established under section 4 of the University Grants Commission Act, 1956.
35. Wherever mentioned, he shall also mean she.

CHAPTER II

OFFICERS OF UNIVERSITY

4. OFFICERS OF THE UNIVERSITY

The Following shall be the officers of the University, namely:-

Act .No.3 of 2016 Sect. 14

1. The Chancellor
2. The Vice-Chancellor (VC)
3. The Registrar
4. The Chief Finance and Accounts Officer (CFAO)
5. Deans of Schools
6. Controller of Examinations
7. Training and Placement Officer
8. Dean of Students Welfare
9. Such other officers as may be declared by the statutes to be the officers of the University.

5. CHANCELLOR

The Chancellor shall be appointed by the Sponsoring Body (SB) from a panel of three names selected by a Search Committee, by following such procedure and on such terms and conditions as may be prescribed in bye laws.

Explanation: For the purposes of this Chapter, "Search Committee" shall mean a Search Committee constituted by SB and consisting of a minimum of three members nominated by the Management.

(1) The Chancellor shall be the Head of the University.
(2) The Chancellor shall preside the Convocation of the University for conferring degrees, diplomas or other academic distinctions and in his absence the Chancellor shall authorize President / Vice-President / Vice-Chancellor to represent him. The Chancellor shall attend and preside over the Governing Body (GB) when invited by the President or Vice-President to do so.

The Chancellor shall have the following powers, namely:-

(1) To call for any information or record;
(2) To call back the Vice-Chancellor in accordance with the provisions of sub-section (6) of 16 of Act. If, at any time upon representation made or otherwise and after making such enquiry as may be deemed necessary, the situation so warrants and if the continuance of the Vice-Chancellor is not in the interest of the University, the Chancellor may, by the order in writing stating the reasons there in, ask Vice-Chancellor to relinquish this office from such date as may be specified in the order. Provided that before taking an action under this sub-section, the Vice-Chancellor shall be given an opportunity of being heard, in person.
(3) The Chancellor shall be appointed for a period of 3 years. He or She may be given a maximum of one extension of similar period.
(4) The Chancellor can be recalled by the Sponsoring Body by a simple resolution of the Sponsoring Body, in case of misconduct or anti-university activities as decided by the Sponsoring Body.
(5) The Chancellor has an option to locate himself in a place of his choice.

6. VICE-CHANCELLOR

(1) VC shall be appointed by the Chancellor from a panel of three persons recommended by a Search Committee. He shall hold office for a term of three years or up to the age of 70 years whichever is earlier;
(2) Provided that after expiry of the term of three years, a person shall be eligible for re-appointment for another term of three years subject to the upper age limit of 70 years:
(3) Provided further that a VC shall continue to hold office even after expiry of his term till a new VC takes charges of the office, but in that this period shall not exceed one year:
(4) Provided also that the Chancellor may appoint the First VC for a period of one year or until a regular Vice Chancellor is appointed under this section whichever is earlier.
(5) The Vice Chancellor shall be the principal executive and academic officer of the university and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.
(6) Where, in the opinion of the Vice-Chancellor, it is necessary to take immediate action on any matter for which powers are conferred on any other officer or authority by or under this Act, he may take such action as he deems necessary and shall at the earliest opportunity thereafter report his action to Chancellor as would have in the ordinary course dealt with the matter.
(7) Where, in the opinion of the Vice Chancellor, decision of any officer or authority of the University is not within the powers conferred by this Act or is likely to be prejudicial to the interest of the University, he shall request the concerned authority to revise its decision within fifteen days from the date of its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the Chancellor and his decision thereon shall be final.
(8) Provided further that where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action is communicated to him, an appeal to the Governing Body and it may confirm or modify or reverse the action taken by the Vice-Chancellor.

(9) If, at any time upon representation made or otherwise and after making such enquiry as may be deemed necessary, the situation so warrants and if the continuance of the Vice Chancellor

is not in the interests of the university. the Chancellor may , by an order in writing stating the reasons therein ask the Vice Chancellor to relinquish his office from such date as may be specified in the order.

Provided that before taking an action under this sub-section, Vice Chancellor shall be given an opportunity of being heard, in person.

(10) The Vice Chancellor shall exercise such powers and perform such functions as may be specified by the Statutes from time to time.
(11) He shall be entitled to be present at and address at any stage of any meeting of any authority of the University.
(12) He shall have power to institute an enquiry in respect of any matter concerning the University.
(13) He shall have power to constitute such ad-hoc Committees as he may deem necessary to help him in the performance of his duties as the Principal Executive Officer of the University.
(14) He may, make Adhoc appointments for a period not exceeding six months in urgent cases and all such appointments shall be reported forthwith to GB.
(15) He shall have authority to assign specific duties to any officer and monitor their performance. He shall initiate any disciplinary proceedings including suspension against any of the errant employee.
(16) He shall review the performance of the teachers and officers of the University and submit a report to the Chancellor.
(17) He shall direct the Registrar to prepare the Annual Report of the University and submit the same to the GB for approval. A copy of the Annual Report duly approved by the GB shall be sent to the State Government as required by the Act.
(18) He shall sanction recurring and non-recurring with the approval of the Management.
(19) He shall re-appropriate from one detailed head to another in the same account provided that no recurring liability is involved, and further that such a re-appropriation shall be reported to the GB for its approval.
(20) Vice-Chancellor shall be located either in the University campus or close to the campus.

7. REGISTRAR

(1) The Registrar shall be appointed by the Chancellor on the recommendations of a Selection Committee constituted for the purpose headed by the Vice-Chancellor on the terms and conditions of service as may be specified in the subsequent statutes or the ordinances.
(2) When the office of the Registrar is vacant or when the registrar by reason of illness or absence for any other cause is unable to perform his official duties, his duties shall be performed by such officer as the Vice-Chancellor may appoint subject to the approval of the Chancellor.
(3) The Registrar shall be a whole time salaried officer and work under the control of the Vice-Chancellor.
(4) The tenure of a Registrar is three years and it can be a maximum of two tenures.
(5) It shall be in the power of the Chancellor to dispense with the services of the Registrar and discharge him from its services without notice or compensation in the event of misconduct on his/her part or a breach by him of any of the conditions on which he/she had been engaged.
(6) All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
(7) The Registrar shall be the Member-Secretary of the Governing Body, the Board of Management and the Academic Council but he/she shall not have a right to Vote.
(8) He/She shall, in the execution of his duties, be subject to the immediate direction and control of the Vice-Chancellor and shall generally render such assistance as may be desired by him in the performance of his official .duties
(9) The Registrar shall make all correspondence relating to the University and be responsible for the proper maintenance of all the records of the University.

(10) He shall be responsible for the general discipline of the University office and shall have disciplinary control over the University office.
(11) He shall be in charge of registration of the students of the University and shall maintain a register of all degrees, diploma and certificates conferred by the University.
(12) He shall be responsible for admission of the students to the University, including the supervision of the Entrance Examination, if any.
(13) He shall be the Convener of the meetings of GB, the Board of Management, the Academic Council, and other Committees and facilitate them with requisite / relevant documents for taking appropriate decisions.
(14) He shall perform such other duties, as given by the Vice-Chancellor.
(15) He shall be the controlling officer for all Technical and Administrative staff of the University as specified in the Statutes.
(16) He can transfer any of the staff under his control from one place to another with prior approval of Vice-Chancellor.
(17) He shall with respect to the University employees working under him, exercise powers of drawing. Disbursing and collection of moneys under relevant statutes.
(18) He shall have such other financial powers as may be delegated to him by the Governing Body.

8. CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)

(1) The appointment of the CFAO shall be made by the Vice-Chancellor and ratified by the Governing Body.
(2) He or she shall be responsible for all the accounts of the University and all statutory financial compliances. He will be permanent, invitee to the Governing Body meetings. The CFAO shall exercise such powers and perform such duties as may be specified in the Statutes from time to time.
(3) He or She will report to the Vice-Chancellor.
(4) The tenure of a CFAO is three years and it can be extended depending on merit of the case for one year at a time to a maximum of total of 6 years.

9. THE DEANS OF SCHOOLS AND DUTIES

(1) The Deans of Schools under the statutes are officers of the University and shall be nominated by the Vice-Chancellor with the approval of the Board of Management.
(2) The Dean shall preside the meetings of the concerned School.
(3) He shall be responsible for due observation of the statutes and Regulations and in guiding the deliberations of the School
(4) He shall have the responsibility to read the names of degree recipients and present to the Chancellor.
(5) The University shall consists of many Schools and each school may have a Dean. The faculty of the School shall ordinarily report to the Dean. All Deans will be members of Academic Council.
(6) The tenure of a Deans of Schools is three years and it can be extended depending on merit of the case for one year at a time to a maximum of total of 6 years.
(7) The positions of Deans are additional responsibilities given to existing faculty.
(8) Deans are empowered to spend upto Rs 5000/-for academic purpose.

10. THE CONTROLLER OF EXAMINATIONS (COE)

Controller of Examinations (COE) is an officer of the University and shall be nominated by the Vice-Chancellor with the approval of the Board of Management.

(1) He shall be responsible for conducting examinations in fair manner observing utmost confidentiality in the process of paper setting, printing and sending question papers to the centres of examinations followed by evaluation and publication of results.
(2) He may be from teaching and non-teaching staff.

(3) He shall maintain academic records, examination, records, and ensuring processing of results, preparation of transcripts, certificates, degrees and diplomas and issue of the same to the successful students concerned.
(4) He shall maintain confidential accounts and obtaining approval of Vice-Chancellor before payment. Conducting investigations into alleged malpractices by the students and recommending action.
(5) He shall be the Convener of Examination committee, and Disciplinary Committee Meetings. He shall be responsible for forwarding their recommendations to Vice-Chancellor for his approval before publication of results.
(6) He shall prepare a calendar of all examinations to be conducted by the University during a year well in advance preferably at the beginning of the Academic Year and circulate to all concerned after the same has been approved by the Academic council.
(7) He shall render such assistance to Vice-Chancellor and Registrar as may be necessary in the performance of their duties.
(8) He shall prepare Examination manual covering all aspects of activities involving Examination, Valuation and Publication of result with the approval of the Vice-Chancellor and shall ensure implementation of the same.
(9) He shall take the approval from Vice-Chancellor to spend the examination related contingencies within the budget provided.
(10) The tenure of a CoE is three years and it can be extended depending on merit of the case for one year at a time to a maximum of total of 6 years.

11. TRAINING AND PLACEMENT OFFICER (TPO)

Training and Placement Officer (TPO) is an officer of the University. He shall be appointed by Vice-Chancellor.

He shall have the following duties and responsibilities

(1) Managing the Central Placement Cell for the students.
(2) Arranging the placement and industrial training programmes related to placement for all the registered students of the University.
(3) He shall discharge other duties as assigned by Vice-Chancellor.

12. DEAN OF STUDENTS WELFARE (DOSW)

Dean of Students Welfare (DOSW) shall be nominated by Vice-Chancellor.

He shall have the following duties and responsibilities.

(1) Managing the Students' Welfare Cell for the students.
(2) Liaisoning with students, University officers/ authorities and others concerned for the benefit and welfare of the students
(3) Discharge such duties as may be delegated by Vice-Chancellor.

13. OTHER OFFICERS

(1) The University may appoint such other officers as may be necessary for its functioning.
(2) The manner of appointment of other officers of the University and their powers and functions shall be such as may be specified in the Statutes from time to time.

CHAPTER III
AUTHORITIES OF THE UNIVERSITY

14. SPONSORING BODY

The Sponsoring Body Consists of:-

(a) The President;
(b) The Vice-President;

15. THE PRESIDENT

The Chairman of the Sponsoring Body shall be the President (Ex-officio) of the University,

The President in addition to the powers conferred by the Act shall have following powers.

(1) He shall be responsible to implement the policies determined by the Governing Body to give effect to provisions of the Act,
(2) He shall liaison with the Government, other Universities and organizations for effectively carrying out the objectives of the University,
(3) He can call for any paper or information relating to the affairs of the University. On the basis of the information so received, if he is satisfied that any order, proceeding, or decision taken by any authority of the University is not in conformity with the Act, Statutes, he may place such order, proceeding, or decision before the Governing Body to review of such order, proceeding or decision in conformity with the provision of the Act, or the Statutes. Decision of the Governing Body shall be final,

16. VICE-PRESIDENT

(1) Managing Trustee of the Sponsoring Body will be the Vice-President, (Ex-officio),
(2) In the absence of the President, the Vice-President represents exercising all his powers,
(3) He / She like the President shall liaison with the Government, other Universities and organizations for effectively carrying out the objectives of the University,
(4) He / She can also call for any paper or information relating to the affairs of the University,

17. AUTHORITIES OF THE UNIVERSITY

The following shall be the authorities of the University, namely:- Act. No. 3 2016, Sec. 20.

(1) The Governing Body (GB);
(2) The Board of Management (BOM);
(3) The Academic Council (AC);

18. GOVERNING BODY

I. (1) Governing Body of the University shall consist of at least six members, including the President, Vice-President, Vice-Chancellor, and the remaining members to be nominated by the SB who shall be eminent people of standing; in different fields. The Chancellor will be a permanent member invitee for the Governing Body meeting. Constitution, Tenure, Powers, Quorum etc
(2) The President/Vice-President shall chair the Governing Body Meetings.
(3) Provided that it shall be the duty of sponsoring body, to maintain the gender parity in GB.
(4) The term of nominated members of the Board shall be 3 years from date of nomination.
(5) An ex-officio member shall continue so long as he holds the office by virtue of which he is such a member;
(6) A member may resign his office by informing in writing to the Chairperson, but he shall continue in office until his resignation is accepted.
(7) The GB shall be the overarching supervisory and statutory authority of the University. All the movable and immovable property of the University shall vest in the Trust.

II. The Governing Body shall have the following powers, namely:-

(1) To provide general superintendence and directions and to control Functioning of the University by using all such powers as are provided by this Act;

(2) To review the decisions of other authorities of the University In case they are not in conformity with the provisions of this Act;
(3) To approve the budget and annual report of the University;
(4) To lay down the extensive policies to be followed by the University;
(5) To recommend to the Sponsoring body about the voluntary liquidation of the University;
(6) Such other powers as may be prescribed by the Statutes;
(7) To vest to the Board of Management or any other entity or official of the University such of its powers as it deems appropriate, along with the appropriate governance mechanism;

The Governing Body shall meet ordinarily ~~two~~ four times in a year. A minimum of one-half of the members shall form a quorum for a meeting of the Governing Body;

19. BOARD OF MANAGEMENT

I. The Board of Management shall consist of a minimum of 8 and a maximum of 12 members, including the following persons:-

(1) The Vice-Chancellor shall be the Chairman of Board of Management
(2) Up to one-fourth members of the Board of Management to be nominated by the Sponsoring body;
(3) Eminent persons from the fields of Management, Finance, Science & Technology or Public Administration, who are not the members of the Governing Body, to be nominated by the Sponsoring body;
(4) Persons from amongst the Heads of Departments of the University, to be nominated by the Sponsoring body; provided that it shall be the duty of the sponsoring body, to maintain the gender parity.

II. The Powers and functions of the Board of Management shall be such as may be specified by the Statutes.

(1) The Board of Management shall ordinarily meet every two months.
(2) A minimum of one-half of the members shall form a quorum for a meeting of the Board of Management.

20. ACADEMIC COUNCIL

I. (1) The Academic Council shall consist of the Vice- Chancellor, the Registrar, Dean and members from Premier Institutes, Industry, and other organizations. The total members shall not exceed 12.

Sec .23 of Act . 3 of 2016.

(2) The Vice-Chancellor shall be the Chairperson of the Academic Council.
(3) The Academic Council shall be the principal academic body of the university. and shall, subject to the provisions of this Act, the Statutes, the Ordinances and the rules made there under, co-ordinate and exercise general supervision over the academic policies of the University.
(4) The quorum for meetings of the Academic Council shall be half of the members.
(5) The Academic Council shall meet twice a year.

II. A person shall be disqualified from being a member of any of the authorities or bodies of the University, if.- Sec .24 of Act. 3 of 2016.

(1) He /she is of unsound mind and stands so declared by a competent court:
(2) He/she is an undischarged insolvent;
(3) He /she has been convicted of any offence Involving moral turpitude:
(4) He /she is conducting or engaging himself in private coaching with or without pecuniary gain; or
(5) He/she has been punished for indulging in or promoting unfair practice in the conduct of any examination, in any form, anywhere.

21. CONSTITUTION OF COMMITTEES

The authorities of the University may constitute such committees with such terms of reference as may be necessary for specific tasks to be performed by such committees. The constitution of such committees, powers to be exercised and duties to be performed shall be such as may be specified by the Statutes. Sec .26 of Act. 3 of 2016.

22. BOARD OF STUDIES

The Board of Management may constitute a Board of Studies for each branch of study or branches of studies. Each board consists of a Chairman and members. The members are drawn from the academic institutions and also from the industry. The board is responsible for finalizing the scheme and syllabus on a continuous basis. The Chairman Boards of Studies shall report to the Vice-Chancellor and the scheme and syllabus shall be approved by the Academic Council. The Boards will meet at least once in a year.

23. THE FINANCE COMMITTEE

It consists of the following members:-

(1) Vice-Chancellor, Ex -Officio Chairman
(2) Registrar, Ex - Officio Secretary
(3) Chief Financial Officer shall be Member Convener
(4) Two persons - expert in management of finance, nominated by the Governing Body

Three persons including an expert member shall make the quorum and the Committee shall meet at least twice a year;

(1) To consider the draft annual accounts and the Balance sheet of the University prepared by the Chief Financial Officer and placed before the Board of Management and Governing Body along with the audit report thereof;
(2) To call for such information and records from the University or any office sub-ordinate to the University or require the assistance of the University for the purpose of examining the annual account;
(3) To prepare the final draft of the University budget after duly examining the proposals made by the Controller of Finance so that the budget may be placed before the Board of Management for approval;
(4) To scrutinize all proposals for creation of physical facilities, purchase of equipment / instruments, as recommended by the Vice- Chancellor;
(5) To pass the Audit report prepared by the chartered accountant;
(6) The Finance Committee may also suggest means of raising resources and to observe economic measures for better financial health of the University to the Board;
(7) It shall examine and recommend such other considerations as may be referred to it by Vice-Chancellor for considerations;
(8) It shall make reports and recommendations to the Management;
(9) It shall consider any other matter relating to the finances of the University that may be referred to it by the Board of Management and also advise the Board of Management on any such matter as the Finance Committee may consider necessary, to ensure a sound financial policy and practice in the University.

24. ACCOUNTS MANUAL

The Committee shall prepare separately an Accounts Manual with the approval of the Board of Management. Such a manual among other things would include detailed procedures regarding the receipt and expenditure along with management of funds of the University etc. The committee may also review the Annual Accounts from time to time so as to bring about any modifications in case of necessity. Modifications in the provisions in the Accounts Manual shall be made with the approval of the Board.

First Ordinances, Section 29 of Act.3 of 2016.

Chapter IV

Teachers and Recruitment

1st Ordinance, Section 29 of Act. 3 of 2016.

Sec 6 of AP University Act.4 of 1991.

The following shall be teachers of the university, namely;

[1] Professor
[2] Associate professor
[3] Assistant professor
[4] Teaching assistants
[5] The Board may, by notification, include any other post as teacher,

The Registrar, with the approval of the Vice-Chancellor shall place before Governing Body a statement showing university requirement. The Governing Body after considering the actual requirement of teachers in consultation with the Vice-Chancellor, place the requirement before the Board for finalizing the vacancies. The Registrar with approval of the Board shall advertise all the vacant posts.

25. APPOINTMENT OF TEACHERS

The Teachers of the university shall be appointed by the Vice-Chancellor either on tenure or non-tenure basis on the recommendation of the selection committee constituted after taking the approval of Governing Body;

Section 43 of the Act.

Provided that if the Vice-Chancellor on consideration of the Annual Performance Appraisal Report or any other report does not feel satisfied with the performance of any such teacher, he shall place the matter before the Governing Body.

26. DUTIES OF TEACHER

The following shall be the duties of a teacher;

(1) The primary responsibility of a teacher of the University is to teach and prepare the students for the examinations as per the academic curriculum of the University, abide by the rules and regulations of the University issued from time to time;

(2) Participating in University examination process including invigilation, supervision, evaluation, scrutiny and question paper setting, as may be assigned;

(3) Participating in students development activities of the University;

(4) Conducting research in frontier areas of knowledge and supervising Ph.D. / Masters level research;

(5) Perform all the duties that may be assigned by the Vice-chancellor from time to time;

(6) Conduct sponsored Research / Industrial Consultancy and other projects;

(7) The student of a University department shall make an honest assessment of the teaching by a teacher at the end of each semester for theory, practical;

(8) The overall assessment for each teacher shall be compiled by the Dean of the school and the strengths and weaknesses of the teacher shall be intimated by him individually to each teacher. A copy of the overall assessment shall also be submitted to the Registrar latest by 1st June every year by the Dean of the school;

(9) The Dean of the school has to take utmost care to ensure that no student is penalized for his/ her honest assessment.

Chapter V

Conduct of Examination

27. EXAMINERSHIP

(1) Appointment of examiners shall be made by the controller of examination after taking the approval from the Vice-Chancellor;

(2) Examiners may be any of the following two classes, namely;

(a) Examiners to be designated as question paper setters who will set the question papers required for the examinations of the University;

(b) Examiners to value the answer papers, dissertations, thesis etc, or conduct viva voce and practical examinations.

28. QUESTION PAPER SETTERS

(1) As far as possible Question paper setters shall be appointed from such teachers and other competent persons;
(2) Question paper setters shall ordinary be appointed, in each case, for one year but may be reappointed for further period of one year each time provided that the total period of appointment does not exceed an aggregate of three years in respect of any one examination;

(3) Question paper setters as far as practicable, for all under graduate examinations shall be selected from other Universities within or outside the State and institutions of higher research Universities.

29. CHIEF EXAMINERS

(1) Chief Examiners from within the Universities shall be selected from among the senior university teachers with a minimum experience of ten years;
(2) It shall be the duty of the Controller of Examinations to maintain an up-to date list of examiners.

30. APPOINTMENT OF EXAMINERS

(1) The principle of single examinership shall be followed in respect of theory papers of University examination;
(2) In case of practical and viva voce examinations, the principle of having one internal examiner and one external examiner shall be followed;
(3) No person shall ordinarily be appointed as examiner in more than one theory paper in one semester examination. In case of non-availability, this could be extended to three theory papers.

31. PREPARATION OF LISTS OF EXAMINERS

(1) The Controller of Examination shall annually prepare a list showing those who have been Question Paper Setters or Examiners during the preceding three years;

(2) The list of teachers prepared by the controller of examination shall be placed before the different Boards of studies. The Boards of Studies shall consider these lists and recommend three times the number of teachers. Such recommendations of the Board of Studies shall not confer any right of appointment on any person as a Question Paper Setter or as Examiner. In absence of recommendations, controller of Examination shall appoint the question paper setters and examiners with the approval of the Vice-Chancellor;

(3) The controller of Examinations shall scrutinize the list of question paper setters and examiners recommended by the Boards of studies to ensure the following;

(4) The period of appointment of any teacher as Question Paper Setter or Examiner does not exceed the total period prescribed under these statutes.

32. PLACE OF EXAMINATIONS

(1) All examinations shall be held at such place as the controller, Examination may decide from time to time. The centre superintendent and invigilators for the University examinations should be provided by the concerned campus. It shall also be the duty and responsibility of the Registrar to take the assistance of the local administrative authorities in case they need such help for conducting the examinations properly;

(2) A list of centres at which examinations will be held during the academic year shall be published in the website of CUTM-AP manually before the dates of the examinations;

(3) At all examination centre question papers shall be given out to all candidates for the same examination on the same day and at the same hour except for practical and oral examinations;

(4) The different University examinations shall commence according to the schedule. Keeping within this schedule, the controller of Examinations shall prepare a calendar of examinations specifying the actual date of the commencement of the examination as well as a detailed time table for each individual examination;

(5) The Vice-Chancellor may alter the schedule in respect of any or all examinations in the event of extensive disturbance or calamites.

33. STANDARD OF QUESTION PAPERS

The Question papers set in any subject shall be in such a way that a candidate well prepared in the subject can reasonably be expected to answer within the time allotted.

34. QUESTION PAPER IN THE MEDIUM OF INSTRUCTION

All examinations, except practical and viva voce examinations shall be conducted by means of printed [or digital form] papers to be set in the medium of instruction.

35. COMMITTEE OF QUESTION PAPER SETTERS

(1) The Vice-Chancellor, if desired, may constitute committee of Question Paper Setters for each subject [or group of subjects] for all the examinations. The committee shall ordinarily consist of three examiners who have to set the question papers in that subjects of whom one shall be the chairman;

(2) It shall be the duty of the Committee of Question Paper Setters to scrutinize the question papers and if necessary to moderate them so as to make sure that the questions as well as the distribution of marks conform to the norms and the pattern prescribed by the AICTE and / the University /the UGC for such examinations and are within the course of studies and the syllabus;

(3) The Committee of question paper setters shall also set question papers in the subject [or group of subjects] if so required by the Vice-Chancellor.

36. UNFAIR MEANS IN EXAMINATIONS

(1) All instances of unfair means in examinations shall be placed before the conducting Board by the Controller of Examinations as soon as practicable but preferably before the results of the relevant examinations are passed for publication;

(2) The conducting Board shall consider the reports and other materials, if any, and make a report of the scope and extent of the unfair means resorted to and specifically whether use has been made of unauthorized or incriminating material referred to in the reports are produced before the conducting Board;

(3) In case the Conducting Board is satisfied that there is prima facie evidence of resort to unfair means in the examinations, the controller of Examinations shall refer to the Disciplinary committee to consider the cases.

37. DISPOSAL OF MALPRACTICE CASES

The Controller of Examinations shall form a Disciplinary committee with the approval of the Vice-Chancellor to consider the cases of malpractices. Based on the recommendations of the committee, the Vice-Chancellor shall order for disposal of such cases appropriately.

38. EXAM CONDUCTING BOARD

There shall be a Conducting Board for study to monitor the conduct of examination, and to analyse the performance of students in the examinations. The members of the Conducting Board shall be appointed by the Vice- Chancellor.

I. The conducting Board shall have the following members.

(a) The Vice-Chancellor

(b) The Dean, Examination

(c) Registrar

(d) Dean of the Concerned School

(e) Special invitee as per requirement

II. It shall meet before the publication of results in each semester and supplementary examination. The final results after modifications, if any, will be published only after the approval of the Vice-Chancellor.

III. Three of the members of the Conducting Board shall constitute of quorum.

IV. It shall have the following functions.

(i) It shall have power to scrutinize the conduct of examination, evaluation process, the results in each of the papers and the pattern of the question paper;

(ii) The Conducting Board on scrutiny may also recommend award of grace in one or more papers, conduct of re-examination in one or more papers, changes in examination process for consideration by the Board;

(iii) It may recommend punishment for malpractice cases reported during any examination;

Fee fixation is done by Board of Management and will be sent for approval by the Governing Body.

39. EXAMINATION FEES AND OTHER FEES

(1) The Board of Management shall prescribe the fee for registration of students for admission into various examinations and for other purposes connected with examination and other affairs of the University;

(2) The fees shall not be changed more frequently than once in three years, provided, that the University may recover the actual postal expenses involved in mailing certificates, mark lists, diplomas and other documents from the recipients of such documents in addition to the fees.

40. ACADEMIC YEAR

The academic year of the University shall begin on the first day of July of each year and end on 30th June of the next year.

41. WORKING DAYS

An academic year shall have not less than 180 working days of 7 hours duration excluding examination days.

42. HOLIDAYS

The University shall issue a calendar for each academic year showing the number of holidays and working days.

CHAPTER-VI

THE AWARD OF DEGREES AND DIPLOMAS

43. SCHOOLS

The University shall, subject to the approval by the Board of Management Award the following degrees from different Schools.

A) School of Engineering:

- B.Tech. Electronic and Communication Engineering
- B.Tech. Electrical and Electronic Engineering
- B.Tech. Electronics and Instrumentation Engineering
- B.Tech. Computer Science and Engineering
- B. Tech. Information Technology
- B. Tech. Mechanical Engineering
- B. Tech. Civil Engineering
- B. Tech. in Automobile Engineering
- B.Tech in Aerospace engineering
- B.Tech. in Mechatronics engineering
- B.Arch.
- B.Tech. Biotechnology
- M.Tech. Computer Science & Technology
- M.Tech. Information Technology
- M. Planning
- M.Tech. Communication Systems.
- M.C.A. (Master of Computer Applications)
- M.Planning (Environmental)
- M.Tech. (CST with specialization in Computer Engineering)
- M.Tech. (CST with specialization in Information Technology)
- Master of Technology [Information Tech] M. Tech. [IT]
- Master of Technology [Communication Tech] M. Tech. [CT]
- M. Tech in VLSI
- M. Tech in Mechanical and CAD/CAM
- M. Tech in thermal Engineering
- M. Tech in machine design
- M. Tech in manufacturing Engineering
- M. Tech in automobile engineering
- M. Tech in Computer Science
- M. Tech in Civil Engineering
- M. Tech in Electrical Engineering
- M.E. Structural Engineering/Natural Disaster Management
- M.Tech Radar and Microwave Engineering

B) School of Sciences

- M.Sc. Statistics
- M.Sc. Applied Mathematics
- M.A./M.Sc. Mathematics
- M.Sc. Physics
- M.Sc. Nuclear Physics
- M.Sc. Biochemistry
- M.Sc. Agricultural Biotechnology
- M.Sc. Environmental Sciences
- M.Sc. Microbiology
- M.Sc. Botany
- M.Sc. Zoology
- M.Sc. Marine Biology and Fisheries

C) School of Paramedics:

- B.Sc Radiology & Imaging Technology
- M.Sc Radiology & Imaging Technology
- B.Sc Optometry
- M.Sc Optometry
- B.Sc Cardiac Technology
- M.Sc Cardiac Technology
- B.Sc Anaesthesia & Operation Theatre Technology
- M.Sc. Anaesthesia & Operation Theatre Technology
- B.Sc. Medical Lab Technology
- M.Sc. Medical Lab Technology

D) Business School:

- B. A. Rural Development
- B.Com
- M.Com

E) School of Veterinary, fisheries and Animal husbandry:

- B. Sc. Fisheries and Aqua management
- B.V.Sc

F) School of Data Science and IT:

- B. Sc. Computer and System Sciences
- M. Sc Geo Informatics

G) School of Agriculture:

- B. Sc. Agriculture
- M.Sc Agriculture

H) School of Financial Services:

- M. A. Applied Economics
- M. Sc. International Accounting and Financial Management

I) School of Trade and Commerce:

- Master of Commerce
- Master of Business Administration [M.B.A [with specializations in international trade, Risk Management, Hospitality, Environmental Management, Insurance, Rural Development]
- BBA

J) School of Education:

- B. Ed
- M. Ed

K) School of Health and Wellbeing:

- B.Sc. in Health care Conflict Resolution
- B. Sc. in College student Personal Administration

L) School of Law:

- Integrated B. L
- M.L
- Master of Law L. L. M

M) School of Library:

- B. LiSc
- M. LiSc

N) School of Environmental Studies:

- B.Sc. Environmental Plant Studies
- M. Sc. Environmental Social Science

O) School of Fine Arts:

- M. A. Fine Arts
- M. A. Theatre Arts
- M. A. Music and Dance

P) School of Research :

- Doctor of Philosophy Ph. D in Humanities, Social Sciences, Natural Sciences, Engineering and Management.

Q) School Pharmaceutical Sciences

- B. Pharmacy
- Diploma in X-Ray Technology
- Diploma in Anaesthesia

And any other course with the approval of Academic Council.

44. HONORARY DEGREES

The Board shall, subject to the confirmation by the chancellor have power to confer Honorary Degrees and other Academic distinctions on the recommendation of the Academic Council on Persons, who by virtue of their eminence and attainments or contributions to the cause of learning, education and science or their established position in the Scientific/Literature World are fit and proper persons to receive such degrees.
Namely;

(i) Doctor of Literature [D.Litt.]
(ii) Doctor of Science [D.Sc.]
(iii) Doctor of Letters

All Proposals for the conferment of Honorary Degrees shall be made to a committee consisting of Vice- Chancellor and Deans of schools and if accepted by the committee, shall be placed before the Academic Council and Governing Body for approval before submission to the chancellor for confirmation;

Honorary Degree shall be conferred only at convocation, and may be taken in person or in absentia;
Honorary Degrees to be conferred, shall be presented by the Chancellor;
The Diploma or Certificate for an Honorary Degree shall be signed by the Vice-Chancellor;
The master list of Degree to be conferred by the University shall be signed by the Chancellor.

45. PRE-CONDITION FOR AWARD OF DEGREE

Degree shall be awarded to only such candidates who have successfully completed the prescribed academic requirements as per the regulation of the University provided the candidate.

(i) Has not been convicted in any court of law;
(ii) Is not a mental patient;
(iii) Has a good moral and ethical character.

46. CONVOCATION

(1) There shall be ordinarily be one Convocation held during the year for the purpose of conferring and awarding all degrees/ diplomas, medals and awards. The Chancellor or in his absence the President/Vice-President shall preside over the convocation. The Vice-Chancellor may, with the prior approval of the Chancellor invite a distinguished person to address the Convocation;

(2) The Chancellor, President, Vice-President, Vice-Chancellor, Pro-Vice-Chancellor, Registrar, Deans of the Schools, Members of the academic council, wear robes prescribed by the University and assemble in the room set apart for Convocation;

(3) Ordinarily, the degrees shall be conferred at the Convocation in the following order, namely;

(i) Honorary Degree in the order determined by the Vice-Chancellor;
(ii) Doctor's Degrees in the order determined by the Vice-Chancellor;
(iii) Master Degree in the order determined by the Vice-Chancellor;
(iv) Bachelor's Degree in the order determined by the Vice-Chancellor;
(v) Medal in the order determined by the Vice-Chancellor;
(vi) Awards in the order determined by the Vice-Chancellor.

47. CONFERRING DEGREE/ MEDALS

Medals and Awards instituted by the university shall be awarded to recipients in person.

All other degrees / diplomas shall be conferred in the convocation to the recipients in group, school-wise or in such other manners as may be determined by the Vice-Chancellor. But the same shall be distributed either through the respective Heads of the Departments or directly by the Registrar. Apart from this, Degrees/ Diplomas/ Medals may also be conferred in absentia.

48. DISTRIBUTION OF DEGREES AND DIPLOMAS

(1) Notwithstanding the provision of statutes, the Board may decide with the prior approval of the chancellor that no Convocation shall be held in any year in which case the degree/ diploma shall be given to the candidate through the respective Heads of the Departments or directly by the Registrar or otherwise as may be directed by the Board.

(2) The Degrees/ Diplomas of the candidate may be sent by post, on application, in the manner and on payment of such fees, as may be decided by the Board.

(3) No person shall be admitted to a convocation who has not sent his application with the fees prescribed by the University fifteen clear days before the convocation to the Registrar.

49. WITHDRAWAL OF DEGREES, DIPLOMAS AND CERTIFICATES etc

The University on recommendation of the Academic Council and with the prior approval of the Board can withdraw the degree awarded to a candidate;

Provided it is conclusively proved that the candidate,-

(i) Was involved in criminal activities and was convicted by court of Law.
(ii) Has tampered the transcripts, degrees, diplomas awarded by the University.
(iii) Had caused irreparable damage to bring down the reputation and prestige of the University.
(iv) Was involved in gross misconduct in any University Examination.
(v) Had made use of forged, false or manipulated documents or misleading declarations to gain admission to a course to which he was not entitled.
(vi) Was involved in gross professional misconduct amount in to abuse of the Degree or Certificate awarded by the University.
(vii) Any other misdemeanor considered as tantamount to gross misconduct by the Academic Council and the Board.

Provided also that no such withdrawal of Degree or Certificate shall be made without giving the concerned person an opportunity of showing cause against the proposed action and of being heard by the Board.

50. RIGHT OF APPEAL

Any person aggrieved by an order as aforesaid may, within thirty days of the communication of the order, can appeal to the Chancellor, whose decision shall be final.

CHAPTER-VII

CONDITIONS OF SERVICE OF UNIVERSITY EMPLOYEES

(1) All the employees of the University shall be governed by the conduct rules mentioned in the Faculty and Staff handbook of the University. The University shall prepare such a handbook, detailing recruitment criterion, designations, pay, leave, other benefits, service conduct rules and all other human resources related matters.

(2) The handbook shall comply to the guidelines for service rules issued by UGC and other regulatory bodies from time to time.

(3) The University shall notify such handbook within a year of the publication of gazetted statutes after their approval by the University boards.

J.S.V.PRASAD
SPECIAL CHIEF SECRETARY TO GOVERNMENT